

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief of Logistics

DATE: 24 November

FROM : Chief, Procurement Division

SUBJECT: Weekly Activity Report

1. General

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25X1A6a

b. Procurement of Fire Truck for [REDACTED] (completed)

At the request of FE Division additional funds are being made available for procurement of auxiliary equipment for the used fire truck.

c. Demonstration of New Model Typewriter: (new and completed)

Recently the General Purchase Section arranged for two demonstrations of a new model typewriter designed by the Royal Typewriter Company. The first was given for the benefit of Supply Division officials and mechanics of the Agency typewriter shop. The second was arranged for approximately 50 typists and administrative officers of the Office of Training. They were conducted by three representatives of the Royal Typewriter Company which included sound recordings which illustrated functional operations. A great amount of interest was indicated by those in attendance and representatives of the Office of Training indicated that additional demonstrations will be requested.

One of the machines is being used on a loan basis by the Supply Division in order to prove any benefits in actual operation.

d. Special Purchase Branch Move to R&S building (continued item)

Advice from the RE&C Division indicates that the renovating work in the R&S Building has begun. No estimate as to the completion date has been received.

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e. Procurement of Plastic from [REDACTED] (continued item):

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The Contract Branch is in receipt of memorandum from the Supply Division, dated November 17, requesting that action be suspended on five requisitions for plastic materials until further notice. This action has been taken since [REDACTED], the sole supplier of the plastic material, is in the hands of its receivers and for this reason no further order should be placed with this firm until their ability to perform has been definitely established. This Division is now awaiting further word from the contractor as to whether or not the court will permit release of sufficient funds for performance of the proposed contracts and reinstatement of the suspended requisitions.

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f. Additional Expenditures under Contract for Acturial Services (new and completed item):

The necessary approvals have been received to cover the over-expenditure of \$341.00 under Contract [REDACTED] for insurance studies within the Agency. An amendment to the contract providing for reimbursement of the over-expenditure will be issued at an early date.

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g. Contractor Visits (continued):

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[REDACTED]

h. Plant Surveys Completed Since Last Report (continued):

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[REDACTED]

i. Status of DP Contracts Obligated under Fiscal Year 1952 Funds (continued item):

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(1) Awaiting Industrial Contract Audit Branch Report

[REDACTED]

Meeting held 29 October with the contractor regarding audit of subcontractor. Contractor will advise by letter when audit can be made. Follow-up being made.

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(2) Audit Reports Reviewed - Being Analyzed:

[REDACTED]

Received 16 November 1954

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(3) Settlement Letter to Contractor:

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(4) Settlements Completed:

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2. Other Items of Interest:

a. Procurement Division Manual (continued):

The final draft of both the Military and General Purchase Section have been completed.

b. Training (new and completed):

The Chief, General Purchase Section, is participating in a two week Management Training Course for a half day period from 22 November to 3 December.

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c. Project (new item):

Requisitions have been received requesting additional accessories for the hydraulic equipment and a large quantity of safety shoes calling for short deadline dates. Procurement action has been initiated and delivery time has been requested of the supplier to meet the deadline date.

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d. SR Requirements (continued item):

The Military Branch has responded to the memorandum requesting a query upon the Defense Department to the effect that the items of material are not available from the military establishment.

No reply has as yet been received to the memo to TSS concerning these items.

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f. Unaccomplished Procurement (new and completed item):

A memorandum from the SR Division was received registering a

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complaint involving a long delay encountered in the procurement of typewriters having special arrangements and characteristic keyboards. A memorandum has been prepared citing the chronology and surrounding circumstances which disclosed the fact that the delay was due to the inability of the requesting office to furnish adequate and complete specification.

g. Priority Procurement (new and completed):

Pursuant to contact made with the Duty Officer, LO, on Saturday 20 November, an urgent request from the EE Division was received for electrical supplies and equipment for delivery to meet an air cargo shipment on 23 November. Procurement action has been initiated and the majority of the line items delivered in time to meet the designated deadline date. The balance of the items will be shipped on the next scheduled flight.

3. Special Problems:

a. Photographic Equipment (continued item):

25X1A6a Advice has been received from the Warehouse to the effect that a shipment of photographic equipment has been received from the [REDACTED] Station. Arrangements are being made to have the material inventoried and inspected to ascertain whether or not this shipment constitutes the final due in items from the field.

b. Purchase Discounts (continued item):

The Finance Division has as yet not notified the Special Purchase Branch as to the outcome of its review of the accounting methods. A follow-up is being initiated in order to obtain some definitive procedure for the channeling of purchase discounts.

Verbal advice from the LO/SS indicates the clearances have been obtained for the three officials of [REDACTED] in 25X1A5a1 the Washington Regional Office.

c. Government Sterile Procurement (new item):

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